

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

REVENUE EXAMINER 1

DEFINITION

Performs structured beginning level analytical office work in the examination of tax returns to accurately determine the taxpayers' liability; assists taxpayers in complying with the state revenue code; performs related duties as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Examines tax returns and related documents to determine the completeness, correctness, and conformity with specific tax laws and regulations such as income, sales, property, motor fuel, etc.

Corresponds with taxpayers and field staff to clarify questionable or incomplete items contained in tax returns.

Computes tax, interest and penalties on delinquent and current tax returns.

Consults with taxpayers in the preparation of tax returns by answering inquiries and interpreting rules and regulations.

Issues billing request notices, refund requests, liens, and releases from tax liability obligation as required to insure compliance with tax laws and regulations.

COMPETENCIES REQUIRED

Knowledge of accounting methods and procedures.

Knowledge of general business practices.

Ability to learn and apply specific Iowa tax laws to individual cases.

Ability to learn and apply departmental procedures, rules and regulations.

Ability to speak and write effectively.

Ability to "catch on" or understand instructions and underlying principles.

Ability to reason and make judgements.

Ability to perform arithmetic operations quickly and accurately.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four-year college or university with a minimum of nine semester or equivalent course work hours in accounting, business administration, or finance;

OR

an equivalent combination of education and experience substituting one year of work experience in the accounting, examining, and/or auditing functions of the Department of Revenue for one year (thirty semester or equivalent hours) of the required education to a maximum substitution of four years; no substitution for the nine semester or equivalent hours of accounting course work;

OR

an equivalent combination of education and experience, substituting one year of professional accounting and/or auditing work experience or tax preparation work experience for one year of the required education to a maximum substitution of four years; no substitution for the nine semester or equivalent hours of accounting course work;

OR

employees with current continuous experience in the state executive branch that includes experience equal to eighteen months of full-time work as a Revenue Agent;

OR

two years of full-time experience in tax examination work being performed for the Department of Revenue.

Effective Date: 8/03 VA